Pre-employment Checklist for Small Businesses

Implementing a **pre-employment checklist** is essential for small businesses to streamline the hiring process and ensure compliance with legal requirements. This checklist helps verify candidate qualifications, conduct background checks, and complete necessary documentation before onboarding. Utilizing a structured approach reduces hiring errors and improves overall workforce quality.

Sample Pre-employment Checklist

- Review and verify candidate's resume and application
- Schedule and complete interviews
- Check references and previous employment history
- Conduct necessary background checks (criminal, credit, etc.)
- Confirm eligibility to work (e.g., I-9 verification)
- Obtain signed offer letter and acceptance
- Collect and review all required documents (ID, certificates, etc.)
- Prepare and send new hire forms (tax/withholding, emergency contacts, etc.)
- Arrange workplace orientation and training
- Set up payroll and benefits enrollment
- Ensure compliance with all applicable local, state, and federal laws

By following this checklist, small businesses can efficiently prepare new hires for success and minimize the risk of overlooking critical hiring steps.